

AFRICAN AMERICAN HERITAGE PRESERVATION PROGRAM

FISCAL YEAR 2016

GRANT GUIDELINES

*completed grant applications
must be submitted ONLINE by
July 15, 2014 at 11:59 p.m.*

Link to online grant application:

https://www.grantrequest.com/SID_1777/?SA=AM

**Maryland Commission on
African American History and Culture**
84 Franklin Street
Annapolis, MD 21401
www.africanamerican.maryland.gov

Maryland Historical Trust
100 Community Place
Crownsville, MD 21032-2023
www.mht.maryland.gov



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor

The **African American Heritage Preservation Grant Program** (or the "Program") was created by the General Assembly in 2010 as a vehicle to encourage the identification and preservation of buildings, sites, and communities of historical and cultural importance to the African American experience in Maryland. Administered as a joint partnership of the Maryland Commission on African American History and Culture (MCAAHC) and the Maryland Historical Trust (MHT), the Program offers assistance to non-profit organizations, local jurisdictions, business entities and private citizens in their sponsorship of successful acquisition, construction, or improvement of African American heritage properties.

Grant awards range from a suggested minimum of \$10,000 to a maximum of \$100,000.

THE MARYLAND COMMISSION ON AFRICAN AMERICAN HISTORY AND CULTURE MISSION STATEMENT

The mission of the Maryland Commission on African American History and Culture (MCAAHC) is to interpret, document, preserve, and promote Maryland's African American heritage; to provide technical assistance to institutions and groups with similar objectives; and to educate Maryland's citizens and visitors about the significance of the African American experience in Maryland and the nation. MCAAHC is housed within the Governor's Office of Community Initiatives.



MCAAHC



Governor's Office of Community Initiatives

MARYLAND HISTORICAL TRUST MISSION STATEMENT

The Maryland Historical Trust is dedicated to preserving and interpreting the legacy of Maryland's past. Through research, conservation and education, the Maryland Historical Trust assists the people of Maryland in understanding their historical and cultural heritage.

The Maryland Historical Trust is a unit of the Maryland Department of Planning (MDP).



Maryland Historical Trust

General Information

**Application Deadline (online submission):
11:59 pm on July 15, 2014
LATE APPLICATIONS CANNOT BE ACCEPTED.**

**Link to online application:
https://www.grantrequest.com/SID_1777/?SA=AM**

The **African American Heritage Preservation Grant Program** encourages the identification and preservation of buildings, sites, and communities of historical and cultural importance to the African American experience in Maryland. The program is administered as a joint partnership of the Maryland Commission on African American History and Culture (MCAAHC) and the Maryland Historical Trust (MHT).

Please read the following instructions before beginning your application:

- This grant application is for capital projects, i.e. projects relating to construction activities, with significance to African American history and culture in the State of Maryland. Funding for this application round will be available no sooner than July of 2015.
- Please review these **program guidelines (this document)** available here: http://mht.maryland.gov/documents/PDF/Grants_AfricanAmerican_Guidelines_2016.pdf before beginning your grant application. These guidelines contain important information including information about grant amounts, project selection criteria, matching requirements, eligible costs, eligible applicants, and project timeline. Exhibit 2 is the Application Evaluation & Grant Administration Schedule and Exhibit 5 contains the Selection Criteria.
- We strongly recommend that you **contact MHT and MCAAHC staff before applying** to be sure your project is eligible and to obtain appropriate guidance.
 - For assistance in the development of project purpose and scope, please contact Dr. Joni Jones, MCAAHC Director, at 410-216-6190 or joni.jones@maryland.gov.
 - For assistance in the development of capital project or technical preservation assistance, please contact Anne Raines, MHT Capital Grants and Loans Administrator, at 410-514-7634 or anne.raines@maryland.gov.
- **Workshops** about this grant program will be held across the state in March 2014. Workshops will include information about the new online application. For more information and to RSVP, please check MHT's website at http://mht.maryland.gov/grants_africanamerican.html or contact Anne Raines, MHT Capital Grants and Loans Administrator, at 410-514-7634 or anne.raines@maryland.gov.
- The grant application must be submitted **online** (https://www.grantrequest.com/SID_1777/?SA=AM) with all attachments by **11:59 p.m. on July 15, 2014**. Please note that all questions with a **red asterisk (*)** require answers. You will not be allowed to submit your application without first answering these questions, or uploading the required documents. The online system will not allow late submissions. When you have submitted your application successfully, you

will see a confirmation message on the screen, and you will receive a confirmation e-mail. It is not necessary to submit a hard copy of your application or attachments.

Notes on completing the online application:

- Please review the "Quick Start" guide available here http://mht.maryland.gov/documents/PDF/Grants_AfricanAmerican_QuickStart.pdf before beginning your grant application. This document will give you valuable tips on how to use the online application system.
- For assistance with the online application process, please contact Anne Raines, MHT Capital Grants and Loans Administrator, at 410-514-7634 or anne.raines@maryland.gov.

“Applicant” Tab

On this tab you will enter information about the **organization** that is applying for the AAHPP grant.

This information helps us evaluate the organization’s eligibility to receive a grant.

- You will be asked to upload this organization’s organizational documents as filed with SDAT.
- You will be asked to assign a “project contact”. Typically you will enter your own information as the project contact. Once you fill in this information, the system will pre-fill this information on your future applications.
- If you have previously filled out ANY grant application using MHT’s online grant application system, the information that you previously entered about the organization will be automatically filled in on your application form. If you are submitting applications for multiple organizations, you will need to create separate user accounts.

Please ensure that the organization is an **eligible applicant**.

- **Non-profit organizations** and **local jurisdictions**, as defined in COMAR 34.04.09, are eligible to apply for Program funding. **Private individuals** and **business entities** may also sponsor grants, however, they should be aware that the selection criteria typically favor the selection of projects and properties owned or sponsored by non-profit organizations and local jurisdictions. In order to be competitive, projects sponsored by private individuals and for-profit business entities must involve a predominantly “public purpose” use, rather than a private benefit.
- Non-profit organizations and business entities must be in good standing with the State Department of Assessments and Taxation, qualified to do business in Maryland, and have the legal capacity and authority to incur obligations involved in the African American Heritage Preservation Grant Program. Please see **Exhibit 1: Guidance for Non-Profit and Business Entities**. **Note:** The State Comptroller’s Office will apply any grant award to offset any outstanding State taxes and disburse a check for the balance.

“Property” Tab

On this tab you will enter information about the **property** for which you are seeking AAHPP grant assistance.

- The AAHPP is a **CAPITAL** grant program, which means that only “bricks and mortar” projects are eligible. The property for which you are seeking funding must be identified, whether it is an existing building or a site for new construction. The property does not have to be “historic”.
- If you are unsure if your proposed project / scope of work is eligible, please read below under “‘Project Design’ Tab”.
- You will be asked, “Is the property historically designated, or in a designated area? If yes, please list all known designations.” If you are not sure, you may leave this response blank.
- You will be asked to identify the owner of the property for which you are seeking AAHPP grant assistance. Whether or not the property owner and grant applicant are the same, you **MUST** provide a letter from the legal property owner granting consent to the project and to the conveyance of a preservation easement on the property to MHT. MHT may, at its sole discretion, determine that an easement is required as a result of funding. Information about MHT’s easements may be found here: <http://mht.maryland.gov/easement.html> .
 - **If you cannot determine the legal owner of the property, please contact Anne Raines at MHT for guidance. Typically, grant awards cannot be extended to projects for which the legal owner of the property has not provided the above-referenced letter at the time of application.**
- In most cases, **State and federally-owned properties** are otherwise protected and do not rank through competition for funding through the Program. Please contact Anne Raines at MHT if your project falls into this category.
- To be eligible for funding through this program, the assisted property must be located within a **Priority Funding Area (PFA)** or a waiver must be granted by the Secretary of the Maryland Department of Planning. While this requirement does not involve any action by the grant applicant, please be aware that it is State policy not to direct State funds to growth-inducing projects that are located outside of Priority Funding Areas. Priority Funding Areas are existing communities and places where local governments want State investment to support future growth. The following areas qualify as PFAs:
 - every municipality, as they existed in 1997;
 - areas inside the Washington Beltway and the Baltimore Beltway;
 - areas already designated as enterprise zones, neighborhood revitalization areas, heritage areas and existing industrial land.

If your project is located outside of a PFA and is not granted a waiver, a grant cannot be awarded through this program. If you believe your project is a growth-inducing project located outside of a PFA, please contact Anne Raines at MHT for further guidance.

“Overview” Tab

On this tab you will enter a title for your project and a capsule summary.

This information will help the reviewers understand your project “at a glance” before continuing into detailed information about the project scope and budget.

“Significance” Tab

On this tab you will describe the significance and urgency of the project.

How you describe the **significance** of the project depends on the nature of your specific project. If your application involves a site or building that is, in itself, of significance to African American history (for example, the rehabilitation of a Rosenwald school), then you should address the history and importance of the building itself. On the other hand, if your project is new construction of a museum related to African American culture, your response should focus on the significance of the museum project and collection to African American heritage.

Scoring criteria applicable to this section:

- **SIGNIFICANCE OF THE PROJECT:** To what extent will the project identify and preserve buildings, sites, resources, or communities of historical or cultural importance to the African American experience in Maryland?
- **URGENCY:** Is the resource imminently endangered (i.e., by development pressures, erosion, neglect) or is there a unique window of opportunity to complete the proposed project?

“Project Design” Tab

On this tab you will detail the proposed project.

Also on this tab, you will be asked to download a budget form as a spreadsheet and fill it in with the details of your project.

Please ensure that the proposed project is an **eligible project.**

- Grants awarded through this Program may be used only to support **capital projects, i.e. acquisition, construction, and capital improvement of buildings, sites, or communities of historical or cultural importance to the African American experience in Maryland** with an expected useful life of at least 15 years.
- Applicants also may receive funding for **pre-development costs as part of an acquisition, rehabilitation, or construction project**. Such pre-development costs may cover historic structure reports and studies, plans and specifications, archeological investigations necessary for the conduct of a capital project, and reasonable fees for architectural, design, engineering, and other special services excluding legal fees, insurance premiums, appraisal fees, and other costs not directly associated with project acquisition or construction activities.
- Projects for which funding has been received from the Program may seek funding again in subsequent fiscal years provided that funding is sought for a different phase of the overall project. Funding of any phase of a project does not guarantee funding in any future phase of the project.
- **Please note that grant funds may not be used for ANY work that is already underway or complete.**
- Projects involving historic properties, i.e. properties listed on or determined eligible for listing on the Maryland Register of Historic Properties, must adhere to the **Secretary of the Interior's Standards for the Treatment of Historic Properties** (36CFR Part68). The Standards are available on the National Park Service website:
<http://www.nps.gov/history/hps/tps/standards/rehabilitation.htm>
If unsure whether your property is listed on or eligible for listing on the Maryland Register of Historic Properties, please contact Anne Raines at MHT.
- Please note that if the project property is currently protected by a perpetual preservation easement held by MHT, you should contact MHT's Easements Administrator, Amy Skinner, at amy.skinner@maryland.gov or 410-514-7632 to discuss your project prior to applying for this grant.
- **Structures used for religious purposes** may be eligible for grant assistance generally for exterior work only and will be reviewed for eligibility by MHT on a case by case basis. Spaces or objects used primarily for religious purposes are not eligible for funding.
- **Cemeteries** may be eligible for grant assistance; however, generally they are not ranked highly for funding unless their exceptional significance is clearly demonstrated, i.e. association with significant individuals, distinctive design features, association with historic events, or importance of the information they impart. The applicant must make a compelling case for the exceptional significance of the cemetery. See National Park Service guidance:
<http://www.nps.gov/nr/publications/bulletins/pdfs/nrb41.pdf>
Applicants with cemetery related projects should ensure that the owner(s) of the cemetery can be identified and will express their support of the project in the letter required under the

"Property" tab. Also, applicants with cemetery related projects should pay special attention to MHT's easement requirement, which may be a condition of the grant award. Often the easement requirement cannot be met if individual burial plots are individually owned.

Ineligible projects

- Acquisition, protection, stabilization, preservation, rehabilitation, restoration, or reconstruction work that is already underway or completed. (You may, however, apply for funds for an **upcoming phase** of a larger, phased rehabilitation project that is already underway.)
- For projects involving historic properties, projects that do not conform to the *Secretary of the Interior's Standards for Treatment of Historic Properties* (36 CFR Part 68) are not eligible for funding. Copies of the Standards may be obtained from the National Park Service website: <http://www.nps.gov/history/hps/tps/standards/rehabilitation.htm>
- Expenditures that are not "capital" expenditures, such as employee salaries, legal fees, educational programming, research which is not directly necessary for the capital project, etc. Many of these ineligible costs are defined in **Exhibit 5**.

Timeline

- You will need to demonstrate that you will be able to complete the project within the two-year window for the grant.
- The application system will not allow you to enter a start date earlier than June 1, 2015 or an end date later than June 1, 2017.
- **See Exhibit 2 for the grant evaluation and administration schedule.** This document will help you understand an approximate time frame for your grant but should not be used as an exact basis for your project-specific timeline.
- Please enter your timeline in the space provided on the application, using list form rather than narrative form. **See Exhibit 3 for a sample timeline.**

Project Budget

- Individual grant awards are expected to range from a minimum of \$10,000 to a maximum of \$100,000.
- Grant requests should be in an even increment of \$1,000.
- **See the downloadable budget spreadsheet for a sample project budget.**

Matching Funds

- **All Grant recipients, except for non-profit organizations, are required to match the grant dollar-for-dollar in cash and/or an equivalent dollar value of in-kind services.**
- In general, the presence of matching funds improves the chances of a project being awarded grant funds. Although non-profit organizations are exempt from matching requirements, strong cash and/or in-kind commitment is recommended and will enhance the competitiveness of the application. Please also note that some expenses that may be incurred by the grantee in the course of the grant project (insurance; utility bills; some permit fees; legal fees; etc) CANNOT be reimbursed out of the grant funds. **See Exhibit 4 for a table which describes eligible and ineligible costs.**
- To the extent that matching funds are necessary to complete a proposed project, half of the proposed matching funds should be in hand at the time of application. All proposed matching funds must be in hand at time of award availability (after July 1, 2015). *Failure to provide all*

proposed matching funds may result in a reduction or forfeiture of grant award funding. **Note:** Projects are judged by their readiness to proceed.

- The cost to acquire a property that is the subject of the grant project may not be considered as matching funds unless the grant project is exclusively for acquisition purposes.
- A grantee may use more than one source of state funds on a single project as long as the scope of work is divided and the funds do not overlap. Other state funds may not be used as match for this grant.
- If you are using volunteer time or donated services:
 - The value of unpaid volunteer time can be valued at the current rate of volunteer time set for the state of Maryland by the organization Independent Sector:
http://www.independentsector.org/volunteer_time
 - Please note that all members of your organization's board must use the hourly rate for volunteer time even if they are providing professional services (i.e. a lawyer on your organization's board, if providing pro bono legal services, can only value her time at the volunteer's hourly rate, not a lawyer's hourly rate).
 - Donated professional or construction services may count as in-kind match and should be calculated based on the individual's customary hourly rate.
 - Volunteer hours are not reimbursible.
- Any project match must:
 - Not have been used as match for any other state or federally assisted program;
 - Be necessary and reasonable for proper and efficient accomplishment of the grant project;
 - Be eligible expenses per the tables in **Exhibit 4**;
 - Be verifiable;
 - Be incurred and contributed within the grant period, as defined by the Grant Agreement;
 - Be provided for in the scope of work of the Grant Agreement.
- Match documentation may consist of one or more of the following. If you have any questions or situations which are not covered here, please contact Anne Raines at MHT:
 - A bank statement or treasurer's report showing cash in hand.
 - Letters from donors or potential donors; the letter needs to show clearly that the intended donation may be used toward the grant project.
 - Award letters for non-state grants; documentation must be included to demonstrate that the grant may be used toward the AAHPP grant project.
 - Loan commitment letters; documentation must be included to demonstrate that the loan proceeds may be used toward the AAHPP grant project.
 - For volunteered time or donated services, a signed statement from the donor stating the number of hours expected to be donated, the hourly rate, and the total amount of the donation as well as a description of the services to be provided.
 - For donated materials, a signed statement or receipt / invoice from the donor attesting to the value of the materials.
 - For a government entity, a budget document showing the line item(s) from which match is committed.

Scoring criteria applicable to this section:

- **PROJECT SCOPE & PROTECTIVE VALUE:** Does the proposed project contribute to or assure long-term preservation of the resource or of Maryland's culture and heritage? Does the project provide concrete action to protect the resource(s)? Does the project address the most pressing needs and assure continued viability of the resource(s)? Will the project provide a complete product? (If one phase of a multi-year project, this refers to the completeness of this year's phase alone.) Will this be the final phase of a project that is nearing completion? Will the project design minimize long-term maintenance costs?
- **PROJECT GOALS:** Are project goals and scope consistent with the mission and goals of the Maryland Commission on African American History and Culture and the Maryland Historical Trust?
- **PROJECT BUDGET:** Is the overall budget realistic for the proposed project? Are the costs reasonable and necessary? Are all costs eligible?
- **FINANCIAL CAPABILITY:** Does the sponsoring group provide any other documented (i.e. accompanied by commitment letter, bank statement, etc.) project funding? How much cash and/or in-kind commitment is being offered by the sponsor? [Note: Projects sponsored by local jurisdictions, business entities, and individuals **must** provide a full 1:1 cash match.] Has the applicant documented that the full cash and/or in-kind commitment will be in hand when the grant is awarded? Is the in-kind match eligible per grant requirements?
- **PROJECT SCHEDULE:** Can the project begin when indicated, i.e. does the applicant reflect an awareness of when grant funding will be available (Fall 2015 at the earliest)? Can the work be completed within 2 years (i.e. by November 2017)? Has a realistic sequence with appropriate work steps been developed?

“Project Management” Tab

On this tab you will address the ability of your organization to administer projects and grants of this type.

Also on this tab, you will address the qualifications of any architects, engineers, consultants, or contractors who you consulted in developing this grant application (for example, an architect who assisted you in creating the scope of work, or a contractor who provided a cost estimate) or who are involved in an ongoing phase of the project.

Please note that once a grant is awarded, all contractors or consultants whose services are to be paid out of the grant funds must be selected through a competitive procurement process acceptable to MHT. For the purposes of this grant application, it is acceptable for you to obtain a cost estimate from a single firm for planning purposes; however, please be aware that competitive procurement will need to be conducted once a grant is awarded.

Scoring criteria applicable to this section:

- **ADMINISTRATIVE CAPABILITY:** Do the project sponsor and administrative personnel demonstrate the capability to successfully administer grant monies, meet project deadlines, and follow established procedures? Does the project sponsor have the capability to maintain the project over time?
- **PROFESSIONAL CAPABILITY:** Has the applicant sought advice from personnel with the necessary training, education, and experience to carry out specific project goals (i.e., recognized in field, does high quality work, experience applicable to the subject)?

“Public Benefit” Tab

On this tab you will discuss the public access, public benefit, and educational value of your project. You will also describe how you will share information about your project, engage in partnerships, and leverage local support to increase the impact of this project.

"Special Programs and Initiatives": Each year MCAAHC, at its discretion, selects a special initiative which may be addressed by applicants. In the space provided, describe how that initiative or theme is related to your project. If the special initiative does not relate to your project, you may leave this section blank. While a response may strengthen your application, it is not required.

Scoring criteria applicable to this section:

- **PUBLIC BENEFIT:** What is the planned use of the project and what are its benefits to the general public? What level of public access will be provided? How will information about the project be made available to the public? Will the project be accessible to individuals with disabilities?
- **EDUCATIONAL & DEMONSTRATION VALUE:** How permanent and far reaching is the educational component of the project? Does the project offer interpretation of the site, heritage, or resource? What opportunities are available for participation of or benefit especially to African Americans? Does the project have the potential to be a model or an innovator?
- **LOCAL COMMITMENT:** Is the project supported by Legislative, County, and local government representatives?
- **LEVERAGE:** Will the project stimulate or prompt other preservation projects or programs throughout the community and/or professional preservation support?
- **SPECIAL INITIATIVES:** How does this project contribute to understanding the initiative, criterion, or theme indicated?
- **[GEOGRAPHIC DISTRIBUTION:** This is completed by MHT staff and compares:
 - each county's share of MHT grant funds awarded to African American heritage projects, based on MHT grants from FY2006-FY2015
 - to--
 - a mathematically equitable distribution of available funds to all counties.]

“Release & Consent” Tab

This tab includes disclosures for your response as well as an electronic "signature". If you have any questions about the content of this tab, please contact Anne Raines at MHT.

“Attachments” Tab

This tab allows you to upload documents in support of your application.

- Instructions on how to upload documents are included near the bottom of the tab.
- Photographs and photograph descriptions are REQUIRED.
- Other documentation is OPTIONAL but may strengthen your application.
- Please limit the size of uploads as much as possible.
- Please only include documents which are referenced on the "Attachments" tab and which are directly relevant to the grant application.

Grant Terms & Conditions

All applicants awarded grants through the Program will be required to enter into a Grant Agreement with MHT, which generally contains the following standard terms and conditions:

- **Easement**
 - An easement must be conveyed to MHT on any historic real property awarded a grant through this program. A preservation agreement must be conveyed to MHT on any historic property OTHER THAN real property that is awarded a grant through this program.
 - For more information, see "Property Owner Consent to Project and Consent to Easement" which is available to download from within the online grant application in the "Property" tab.
- **Grant Disbursements**
 - Grant funds will not be disbursed "up front." Disbursements will be made as the project progresses, proportionate with expenditure of matching funds and other project funding.
 - Grant disbursement will occur based upon Requests for Payment submitted by the grant recipient in a form satisfactory to the Trust and upon fulfillment of the other requirements of the grant as provided in the Grants Manual.
 - Please note that all contractors, architects, craftspeople, etc. whose services are to be paid for (or partially paid for) with State funds will need to be selected by a process approved by the Trust. This requires those services to be publicly advertised or widely solicited. *It is not expected that grant applicants have already conducted competitive procurement at the time of application.*
 - Contact Anne Raines, Capital Grants and Loans Administrator at MHT, with questions: 410-514-7634 or anne.raines@maryland.gov.
- **Insurance**
 - The Grant recipient will be required to insure the assisted property against loss or damage by fire, flood, or other hazards, casualties, and contingencies as may be required by MHT, in amounts satisfactory to MHT and with MHT as named additional insured. Similarly, General Liability Insurance will be required for all construction efforts.
- **Standing with SDAT**
 - Your organization must maintain good standing with the State Department of Assessments and Taxation before MHT will execute a grant agreement, and must maintain good standing throughout the course of the project. To verify your organization's standing, please check here: http://sdatcert3.resiusa.org/ucc-charter/CharterSearch_f.aspx

Exhibit 1: Guidance for Non-Profit & Business Entities

On the "Applicant" tab of the online grant application, you are asked to enter information about the "Applicant Organization". The grant applicant may be a non-profit organization, a business entity, a local government, or an individual.

In order to receive grant funds from the Maryland Historical Trust, the applicant entity must meet the following requirements.

- **If the applicant entity is a non-profit organization:**
 - Must submit organizational documents to MHT as part of the application.
 - Typically both (a) articles of incorporation and (b) bylaws must be submitted.
 - If you do not have these, they will need to be drawn up either by your organization or by your organization's attorney. Examples or templates may be found online and adapted to your organization's specific needs, if appropriate.
 - Must submit IRS letter of determination of non-profit status, which includes an Employer Identification Number (EIN), to MHT as part of the application.
 - See <http://www.irs.gov/Charities-&-Non-Profits> for instructions if your organization is not already registered. You can search the IRS database at <http://www.irs.gov/Charities-&-Non-Profits/Search-for-Charities> to see if your organization is already registered.
 - If your affiliated organization's tax-exempt status derives from the tax exemption of a parent organization, you may provide an "umbrella" IRS determination letter, such as for the governing body of a religious organization. However, this must be accompanied by evidence of the grant applicant's inclusion under a group exemption letter, such as the grant applicant's annual information return (i.e. IRS Form 990) showing the governing body's group exemption ID number.
 - Must be registered to do business with the Maryland State Department of Assessments and Taxation.
 - If you are unsure if your organization has already registered, you can search for registered organizations here: <http://sdatcert3.resiusa.org/ucc-charter/CharterSearch.f.aspx>. You should search using both the full name of the organization and, if you do not find it, also search using parts of the name (i.e. search under Asbury United Methodist Church AND search under Asbury). Clicking on "General Info" next to any of the results will show you additional information about the entity. If you are not sure if your entity is the one you see listed, you should contact SDAT.
 - If your organization is not already registered, contact SDAT to register. This process will require you, among other things, to file articles of incorporation, to pay an initial

filing fee, to file annual reports/personal property returns, and pay annual filing fees.

- Must be in good standing with the Maryland State Department of Assessments and Taxation. To check if your entity is in good standing:
 - Go to http://sdatcert3.resiusa.org/UCC-Charter/CharterSearch_f.aspx. On this page you may search for your organization by name.
 - On the next screen (search results), locate your organization. Click on “General Info” next to the name of your organization.
 - The next page will show contact information and status for your organization. If the status column reads “Active”, “Revived”, or “Incorporated”, your organization is in good standing. If the status column reads “Forfeited” or “Dissolved”, or if the information shown on the “General Info” page is not up-to-date (including “Resident Agent”), you must contact SDAT to resolve any outstanding issues and revisit the SDAT website to ensure the status is updated to “Active”, “Revived”, or “Incorporated”.
 - MHT will require the applicant / grantee organization to be in good standing at the time a grant agreement is signed. Go to the SDAT website at <http://www.dat.state.md.us/sdatweb/COSinfo.html> for information on ordering the Certificate of Status. **MHT will notify you** when you should submit your certificate. Certificates must be dated no earlier than 30 days prior to the date the grant agreement is executed, so do not order your certification until you are contacted by MHT. SDAT charges a fee for the certificate.
- Non-profit organizations may be required to register with the State of Maryland’s charitable registry. To find out if this requirement applies to you, go to the Secretary of State charitable registry website at <http://www.sos.state.md.us/charity/RegisterCharity.aspx>
- **If the applicant is a business entity:**
 - Must submit organizational documents such as articles of incorporation or articles of organization, as well as bylaws or operating agreements, to MHT as part of the application.
 - Must be registered to do business with the Maryland State Department of Assessments and Taxation.
 - If you are unsure if your organization has already registered, you can search for registered organizations here: http://sdatcert3.resiusa.org/ucc-charter/CharterSearch_f.aspx. You should search using both the full name of the organization and, if you do not find it, also search using parts of the name (i.e. search under Asbury United Methodist Church AND search under Asbury). Clicking on “General Info” next to any of the results will show you additional information about the entity. If you are not sure if your entity is the one you see listed, you should contact SDAT.
 - If your business is not already registered, information about how to register is available from SDAT at <http://www.dat.state.md.us/sdatweb/charter.html> and from the Maryland Central Business Licensing and Registration Portal at <https://egov.maryland.gov/Easy>. The registration process will require you, among other things, to file articles of incorporation or articles of organization, to pay an

initial filing fee, to file annual reports/personal property returns, and to pay annual filing fees.

- Must be in good standing with the Maryland State Department of Assessments and Taxation. To check if your entity is in good standing:
 - Go to http://sdatcert3.resiusa.org/UCC-Charter/CharterSearch_f.aspx. On this page you may search for your organization by name.
 - On the next screen (search results), locate your organization. Click on “General Info” next to the name of your organization.
 - The next page will show contact information and status for your organization. If the status column reads “Active”, “Revived”, or “Incorporated”, your organization is in good standing. If the status column reads “Forfeited” or “Dissolved”, or if the information shown on the “General Info” page is not up-to-date (including “Resident Agent”), you must contact SDAT to resolve any outstanding issues and revisit the SDAT website to ensure the status is updated to “Active”, “Revived”, or “Incorporated”.
 - MHT will require the applicant / grantee organization to be in good standing at the time a grant agreement is signed. Go to the SDAT website at <http://www.dat.state.md.us/sdatweb/COSinfo.html> for information on ordering the Certificate of Status. **MHT will notify you** when you should submit your certificate. Certificates must be dated no earlier than 30 days prior to the date the grant agreement is executed, so do not order your certification until you are contacted by MHT. SDAT charges a fee for the certificate.
- **If the applicant is a local government or governmental subdivision:**
 - None of the above apply; fill in your EIN where requested on the application.
- **If the applicant is an individual:**
 - None of the above apply; fill in your Social Security number where an EIN is requested on the application.

What other documents will your organization need to provide if you receive a grant?

For nonprofit organizations and business entities only:

- Corporate resolution (form to be provided by MHT – MHT will notify you when you should submit)

Exhibit 2: Application Evaluation & Grant Administration Schedule

All dates are approximate

The application and selection process will follow a prescribed schedule, outlined below. Please be sure to take this schedule into consideration when developing your schedule for the grant application.

Early Spring 2014 Official announcement of Grant Application availability and workshop schedule. MCAAHC and MHT staff assistance is available for help completing applications, for project planning, and for identifying sources of alternate and matching funding.

July 15, 2014 Full Grant Application must be submitted ONLINE by 11:59 p.m. Submission must include a completed application and all required attachments.

August 2014 – October 2014 Application Evaluation and Scoring: After an initial "threshold" review (for application completeness and project and applicant eligibility) conducted by MHT staff, the MCAAHC will evaluate, rank, and recommend funding levels for eligible applicants. The Commission will then transmit to the MHT Board of Trustees eligible application summaries, rankings, and funding levels recommended by the Commission. The MHT Board of Trustees will review each grant award recommended by the Commission. *Please note that MHT and MCAAHC cannot discuss the evaluation of your grant application, or disclose whether or not your project will be funded, until after the General Assembly approves the final capital budget (expected in April or May of 2015).* See **Exhibit 5: Scoring Criteria**.

November 1, 2014 Recommendation to DBM: On or before this date, the Commission and MHT will forward the list of projects and grantees recommended by the Commission and the MHT as a recommendation to the Department of Budget and Management for inclusion in the Governor's Capital Budget for the next fiscal year.

January 2015 – May 2015 Announcement and Approval of FY2016 Budget: DBM includes projects and grantees for grant award in the Governor's FY2016 Capital budget which is announced in January. The General Assembly typically approves the final capital budget by mid-April.

July 1, 2015 Grant reservation announcements and start of Fiscal Year 2016: MHT will provide grant management guidelines to assist successful applicants, schedule an Organizational Meeting for late Summer/early Fall, and distribute the Program Grant Manual (outlining all required steps of the process before funds may be drawn-down).

July 2015 - October 2015 Execution of Grant Agreements: Legal Documentation is submitted by grant applicant for review by MHT staff. Grant Agreements are executed.

November 2015 Grant agreements are submitted to the Board of Public Works for approval.

June 2016 Deed of Perpetual Preservation Easement or Preservation Agreement for the property, *if required*, is recorded, or Preservation Agreement signed, completing the final step in the award process.

June 1, 2017 Deadline for completion of project. If a time extension is needed, the grantee must obtain an extension of the grant from MHT before this date or the grant will automatically expire.

Exhibit 3: Sample Timeline

The text below is a sample of the kind of project timeline you might enter into the appropriate box in the "Project Design" tab on the application. Please note that while the AAHPP-funded work must not begin until June 1, 2015, and must be complete by June 1, 2017, your timeline may include project benchmarks before and after those dates, particularly if you have a complex, multi-phase project. You may want to show dates outside of the two-year project period or outside the scope of this grant request in [brackets] for clarity. Not all of the work steps shown in this example will necessarily apply to your project.

- [October 1, 2014: scheduled date for settlement on purchase of the Smith County Rosenwald School]
- [October - December 2014: Phase One: Replace roof on the school using our own funds]
- [January - May 2015: Phase Two: Hire an architect to develop plans and specifications for the work to be funded from the potential AAHPP grant. The architectural services will be paid out of a grant from the Smith County Preservation Society.]
- [May - June 2015: Notification from MHT regarding grant award]
- [July 2015: Apply for AAHPP funding for next phase of project.]
- July - October 2015: Review MHT-provided grant agreement and provide necessary documentation to MHT. Submit architectural plans and specifications to MHT for review.
- July 2015 - June 2016: Submit documentation required for easement to MHT. Submit architectural plans and specifications to County for review by Historic Preservation Commission. Conduct RFP for contractor to undertake the work. Submit plans and specifications for building permits.
- June 2016: Record easement and submit final documentation to MHT. Contractor begins work on Phase Two: Exterior Rehabilitation to be funded through this AAHPP grant.
- June 2016 - February 2016: Phase Two construction is ongoing and AAHPP grant funds are being drawn down.
- March 2016: Phase Two construction is completed. Submit final report to MHT and close out the current grant.
- [March 2016 - December 2016: Continue into Phase Three: Interior Rehabilitation if funds are available.]
- [April 2017: Target date for completion of rehabilitation project and grand opening of the Smith County Rosenwald School Museum.]

Exhibit 4: Eligible Expenditures for Grant & Match

Grant Funds CANNOT be used to pay for:	Items which CANNOT be counted as match:
<ul style="list-style-type: none"> Expenditures outside the grant period as defined in the grant agreement 	<ul style="list-style-type: none"> Expenditures outside the grant period as defined in the grant agreement
<ul style="list-style-type: none"> Expenditures outside the scope of the grant agreement 	<ul style="list-style-type: none"> Expenditures outside the scope of the grant agreement
<ul style="list-style-type: none"> Permit or approval fees 	<ul style="list-style-type: none"> Other state funds (bond bill, etc) – see note above
<ul style="list-style-type: none"> Non-capital expenses such as research, studies, or predevelopment activities that are not part of a capital project 	<ul style="list-style-type: none"> Funds which have been used as match for any other state or federally assisted program – see explanation above
<ul style="list-style-type: none"> Insurance 	<ul style="list-style-type: none"> Insurance
<ul style="list-style-type: none"> Appraisals 	<ul style="list-style-type: none"> Appraisals
<ul style="list-style-type: none"> Equipment that is not inherent to the capital project 	<ul style="list-style-type: none"> Non-capital expenses such as research, studies, or predevelopment activities that are not part of a capital project
<ul style="list-style-type: none"> Indoor or outdoor exhibits with an expected useful life of less than 15 years 	<ul style="list-style-type: none"> Equipment that is not inherent to the capital project
<ul style="list-style-type: none"> Legal fees, including legal fees involved in conveying an easement to MHT 	<ul style="list-style-type: none"> Maintenance
<ul style="list-style-type: none"> Employee salaries 	<ul style="list-style-type: none"> Employee salaries
<ul style="list-style-type: none"> Project / grant management, if it can be reasonably included in staff job duties 	<ul style="list-style-type: none"> Project / grant management, if it can be reasonably included in staff job duties
<ul style="list-style-type: none"> Meetings (venue rentals, food, etc) 	<ul style="list-style-type: none"> Landscaping that is not related to necessary work scope
<ul style="list-style-type: none"> Any work that is not properly bid (see separate information on procurement process for design and construction services). <i>Contracts to be paid out of grant funds CANNOT be sole-sourced.</i> 	<ul style="list-style-type: none"> Meetings (venue rentals, food, etc)
<ul style="list-style-type: none"> Maintenance 	<ul style="list-style-type: none"> General office expenses
<ul style="list-style-type: none"> Landscaping that is not related to necessary work scope 	<ul style="list-style-type: none"> Indoor or outdoor exhibits with an expected useful life of less than 15 years
<ul style="list-style-type: none"> General office expenses 	
<ul style="list-style-type: none"> Work to any area of a site or building, or a building element, that is used for religious purposes (i.e. interior of worship space, Sunday School classroom), unless the work is required to make repairs to the building structure 	
<ul style="list-style-type: none"> Reimbursing volunteer time 	

Items which CAN be counted as Match:	Items which CAN be counted as In-Kind Match:
<ul style="list-style-type: none"> Expenditures within the grant period as defined in the grant agreement 	<ul style="list-style-type: none"> Expenditures within the grant period as defined in the grant agreement
<ul style="list-style-type: none"> Expenditures within the scope of the grant agreement 	<ul style="list-style-type: none"> Expenditures within the scope of the grant agreement
<ul style="list-style-type: none"> Cash 	<ul style="list-style-type: none"> Volunteer time (with documentation) calculated at the current rate of volunteer time set by the organization Independent Sector (see "Project Design" section)
<ul style="list-style-type: none"> Cash purchases such as materials 	<ul style="list-style-type: none"> Donated professional or construction services (with documentation) calculated based on the individual's customary hourly rate (see "Project Design" section)
<ul style="list-style-type: none"> Funding from a loan that is NOT from the state government 	<ul style="list-style-type: none"> Donated materials (with documentation) (see "Project Design" section)
<ul style="list-style-type: none"> Services which have not been bid through the appropriate procurement process 	<ul style="list-style-type: none"> Discounted materials (clear breakdown of market price and applicable discount must be provided)
<ul style="list-style-type: none"> Permits 	
<ul style="list-style-type: none"> Legal fees which are directly related to the grant or the requirements of the grant (i.e. easement) 	

Exhibit 5: Selection Criteria

- In accordance with the Project Selection Criteria, as provided for in COMAR 34.04.09.06, grant proposals will be reviewed using criteria outlined under five general headings listed below. For the process and timetable of application evaluation, please see [Exhibit 2: Application Evaluation & Grant Administration Schedule](#).
- The selection criteria correspond to the "tabs" on the online application. These criteria are also listed in this guidelines document along with the guidance for each "tab".

SCORING CRITERIA

I. SIGNIFICANCE & NEED

A. SIGNIFICANCE OF THE PROJECT: To what extent will the project identify and preserve buildings, sites, resources, or communities of historical or cultural importance to the African American experience in Maryland?

B. URGENCY: Is the resource imminently endangered (i.e., by development pressures, erosion, neglect) or is there a unique window of opportunity to complete the proposed project?

II. PROJECT DESIGN

A. PROJECT SCOPE & PROTECTIVE VALUE: Does the proposed project contribute to or assure long-term preservation of the resource or of Maryland's culture and heritage? Does the project provide concrete action to protect the resource(s)? Does the project address the most pressing needs and assure continued viability of the resource(s)? Will the project provide a complete product? (If one phase of a multi-year project, this refers to the completeness of this year's phase alone.) Will this be the final phase of a project that is nearing completion? Will the project design minimize long-term maintenance costs?

B. PROJECT GOALS: Are project goals and scope consistent with the mission and goals of the Maryland Commission on African American History and Culture and the Maryland Historical Trust?

C. PROJECT BUDGET: Is the overall budget realistic for the proposed project? Are the costs reasonable and necessary? Are all costs eligible?

D. FINANCIAL CAPABILITY: Does the sponsoring group provide any other documented (i.e. accompanied by commitment letter, bank statement, etc.) project funding? How much cash and/or in-kind commitment is being offered by the sponsor? [Note: Projects sponsored by local jurisdictions, business entities, and individuals must provide a full 1:1 cash match.] Has the

applicant documented that the full cash and/or in-kind commitment will be in hand when the grant is awarded? Is the in-kind match eligible per grant requirements?

E. PROJECT SCHEDULE: Can the project begin when indicated, i.e. does the applicant reflect an awareness of when grant funding will be available (Fall 2014 at the earliest)? Can the work be completed within 2 years (i.e. by November 2016)? Has a realistic sequence with appropriate work steps been developed?

III. PROJECT MANAGEMENT

A. ADMINISTRATIVE CAPABILITY: Do the project sponsor and administrative personnel demonstrate the capability to successfully administer grant monies, meet project deadlines, and follow established procedures? Does the project sponsor have the capability to maintain the project over time?

B. PROFESSIONAL CAPABILITY: Has the applicant sought advice from personnel with the necessary training, education, and experience to carry out specific project goals (i.e., recognized in field, does high quality work, experience applicable to the subject)?

IV. PUBLIC BENEFIT, IMPACT, & LOCAL COMMITMENT

A. PUBLIC BENEFIT: What is the planned use of the project and what are its benefits to the general public? What level of public access will be provided? How will information about the project be made available to the public? Will the project be accessible to individuals with disabilities?

B. EDUCATIONAL & DEMONSTRATION VALUE: How permanent and far reaching is the educational component of the project? Does the project offer interpretation of the site, heritage, or resource? What opportunities are available for participation of or benefit especially to African Americans? Does the project have the potential to be a model or an innovator?

C. LOCAL COMMITMENT: Is the project supported by Legislative, County, and local government representatives?

D. LEVERAGE: Will the project stimulate or prompt other preservation projects or programs throughout the community and/or professional preservation support?

V. SPECIAL INITIATIVES

A. TO BE DETERMINED

B. GEOGRAPHIC DISTRIBUTION: This is completed by MHT staff and compares:

each county's share of MHT grant funds awarded to African American heritage projects, based on MHT grants from FY2006-FY2015 --to-- a mathematically equitable distribution of available funds to all counties.